



## DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 01/06/2022	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-4569-001	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Senior Accounting Officer (Supervisor)	CBID S01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager I, the Senior Accounting Officer (Supervisor) performs the more difficult accounting and financial reporting duties. The incumbent supervises accounting and reimbursement staff, establishes and maintains accounts, provides financial reports for the Administrative Services Bureau (ASB) Bureau Chief and Executive Management. Acts as the Commission on Peace Officer Standards and Training (POST) primary liaison with the Department of General Services, Contracted Fiscal Services (CFS).			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
40%	<b>ESSENTIAL FUNCTIONS</b>  Plans, coordinates, trains, directs and supervises the work assignments for professional accounting staff; provides technical assistance and monitors the performance of routine and complex accounting functions and processes ensuring daily, weekly and monthly accounting functions are completed in a timely manner; reviews and analyzes complex reconciling items; determines the proper accounting treatment for adjustments and corrections to Financial Information System for California (FI\$CAL) records; conducts difficult and/or complex research of payments, deposits, billing, contracts and purchase order discrepancies; reviews and approves accounts payable, accounts receivable (AR), general ledger, labor, month-end closing, and year-end closing records and transactions; ensures the Prompt Payment Act requirements are being met; reviews and approves accounting transactions prior to submission to CFS; collaborates with POST Human Resources Unit to distribute payroll, apply payments to AR, and process salary advances for POST staff.		
35%	Plans, coordinates, trains, directs and supervises the work assignments for the professional staff assigned to the Reimbursement Program including POST's Travel, Presenter Reimbursement Request (PRR), Letter of Agreement (LOA), and electronic Training Reimbursement Request (eTRR) programs; establishes and maintains profiles for POST staff; administers the table system setup activities and determines the best method for collecting, coding, and loading department specific data into the California Automated Travel Expense Reimbursement System (CalATERS) and Concur travel management system; monitors outstanding employee travel advances and reconciles with CalATERS monthly reports; reconciles CalATERS journal entries and transaction count reports to ensure accuracy for correct agency billing; tracks and monitors expenditures and provides monthly FI\$CAL accounting reports to management; manages the Citibank account, to include employee and Letter of Agreement (LOA) airfare, Meeting Planner, Concur, car rental and business travel accounts; trains departmental staff on how to use the new programs; serves as the department's Travel Liaison; ensures compliance with California		

20%	<p>Department of Human Resources, Bargaining Unit Contracts, State Administrative Manual (SAM), and Government Codes; coordinates with internal and external stakeholders to ensure PRR, LOA and eTRR reimbursements adhere to POST policies and guidelines for effective and efficient reimbursement to presenters, subject matter experts, and POST participating law enforcement agencies.</p> <p>Conducts staff meetings as necessary; reviews and approves staff timesheets, leave requests and other administrative duties; conducts staff training and develops and implements process improvement strategies to improve unit productivity in support of the POST mission; assists in the daily management process, collects data on staff workload volume, projections, timeliness and accuracy; documents work processes and procedures; reviews accounting policies and procedures and makes recommendations for improvement by utilizing Fi\$CAL job aids, State Administrative Manual, Government Codes, POST and control agency policies; as necessary, serves in a back-up capacity during accounting and reimbursement program staff vacancies to ensure continuity of operations.</p>
5%	<p><b>NON-ESSENTIAL FUNCTIONS</b></p> <p>Other job duties within the scope of the classification.</p>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB** *(if applicable):*  
WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST headquarters in West Sacramento.

Some travel may be required (e.g., travel to off-site Bureau conferences or meetings or training and aid POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

**To be reviewed and signed by the supervisor and employee:**

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE